

TASK ORDER NO.1  
to ARCHITECTING SERVICES AGREEMENT  
CITY OF NEWPORT NEWPORT MUNICIPAL AIRPORT

TASK ORDER #1: FBO ROOF REPLACEMENT

Included herein is TASK ORDER NO.1 to the ARCHITECTURAL Services Agreement dated 16 April, 2014, hereinafter called Agreement, between the CITY OF NEWPORT, (OWNER) and HGE, INC., (ARCHITECT).

The work for this Project hereinafter called (PROJECT) will include:

1. Preliminary Design Work
2. Construction Documents
3. Bidding / Negotiation Phase
4. Construction Administration

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties mutually agree as follows:

A. SCOPE OF SERVICES

OWNER agrees to utilize the services of ARCHITECT and ARCHITECT agrees to perform the following ARCHITECTURE services to the PROJECT.

1. ARCHITECT shall prepare contract documents including construction drawings, specifications, invitation to bid, and related contract forms for the Project described above. ARCHITECT shall also provide opinions of construction costs. The final drawing and specifications shall be approved by the OWNER prior to advertisement for bid. The Scope of Services for this Project is further defined in Exhibit A.
2. ARCHITECT shall assist OWNER with bidding and construction management services as further defined in Exhibit A.

B. OWNER'S RESPONSIBILITIES

1. OWNER shall pay publishing costs for advertisement of notices, public hearings, requests for bids, and other similar items.

C. COMPENSATION

1. OWNER shall pay ARCHITECT for ARCHITECTURE DESIGN SERVICES and SERVICES DURING CONSTRUCTION as described in Exhibit A according to the labor rates shown in Exhibit B. The not-to-exceed total cost for these services is Thirty Thousand Three Hundred Eighty-Six Dollars (\$30,386).

2. Any amount over the maximum estimated cost for the services as set forth in Item C-1, as described in Exhibit A, because of scope of Work changes will be negotiated and agreed upon between OWNER and ARCHITECT in writing prior to beginning of additional work.

D. MISCELLANEOUS

All terms and conditions of the AGREEMENT apply to this Task Order as though fully set forth therein.

The parties do mutually agree to all mutual covenants and agreements contained within this Task Order No.4.

CITY OF NEWPORT

By: 

Title: City Manager

Date: 05/13/14

HGE, INC.

By: 

Title: Joseph A. Slack, President/Principal

Date: 05/13/2014

**EXHIBIT A**  
**To TASK ORDER NO.1**

**CITY OF NEWPORTNEWPORT MUNICIPAL AIRPORT: FBO ROOF REPAIR**

**SCOPE OFWORK: ARCHITECTURE DESIGN SERVICES & SERVICES DURING CONSTRUCTON**

**ARCHITECT-PROVIDED SERVICES**

1. Preliminary Design
  - a. Site meeting to look at roofs and discuss existing problems
  - b. Develop roofing systems options; potential alternate bids; write construction scope of work.
  - c. Develop preliminary cost estimates for various roofing system options and review with Owner.
  - d. Determine roofing details necessary based on selected roofing system.
2. Construction Documents
  - a. Graphic documentation of the various roofs that are in the project scope.
  - b. Design and drawing of necessary roofing details.
  - c. Production of construction specifications.
3. Bidding / Negotiation Phase
  - a. Plan Pre-bid Walk Through
  - b. Distribute Construction Documents
  - c. Answer contractor questions
  - d. Write any needed addendum
  - e. Attend bid opening
  - f. Issuing award of project and notice to proceed.
4. Construction Administration
  - a. Make project site visits during construction to ensure adherence to construction documents
  - b. Answer contractor questions regarding the project.
  - c. Process pay requests and wage rate documents.
  - d. Conduct project close-out including manufacturers roofing warranty.

**ASSUMPTIONS**

1. It is anticipated that the selected contractor will be awarded the construction contract by the OWNER and provide adequate lead time for submittal approval prior to Notice to Proceed (NTP) with construction.
2. Once NTP is given, the Contractor will have \_\_\_\_\_ calendar days to complete all work.
3. Periodic site observation by the Engineer is assumed to be \_\_\_\_\_ visits at \_\_\_\_\_ hours each.

